

BID Quarterly Reports

Sample Format

SUMMARY: Brief summary of BID activities during the subject quarter. Following the summary, describe any completed and/or ongoing services and activities for each budget line item listed in the BID's management district plan.

For example,

BUDGET LINE ITEM #1: Description of the completed and/or ongoing maintenance services and activities during the subject quarter. Provide a breakdown of trash bags collected, sidewalk linear miles cleaned, instances and/or linear miles of graffiti removed, etc.

BUDGET LINE ITEM #2: Description of the completed and/or ongoing security services and activities during the subject quarter. Provide number of security staff deployed and number of hours deployed, instances of contact requiring follow-up, etc.

BUDGET LINE ITEM #3: Description of any completed and/or ongoing marketing services and activities during the subject quarter. Provide number of events, citizen contacts, merchant contacts, social media contacts, etc.

BUDGET LINE ITEM #4: Description of any completed and/or ongoing streetscape improvement activities during the subject quarter. Provide number of street furniture installed and/or maintained such as benches and trash cans,

and other items such as trees and tree grates, planters, medians, etc.

BID Quarterly Expenditures Sample Format

- Provide a table indicating the dollar amount expended for each budget line item listed in the management district plan for the subject quarter. Also include year-to-date totals and annual limits. For example:

BUDGET LINE ITEM	ANNUAL BUDGET	REVENUE THIS QUARTER	AMOUNT SPENT THIS QUARTER	BUDGET BALANCE	AMOUNT SPENT YEAR-TO-DATE	PROJECTED SPENDING NEXT QUARTER
Budget Line Item #1	\$	\$	\$	\$	\$	\$
Budget Line Item #2	\$	\$	\$	\$	\$	\$
Budget Line Item #3	\$	\$	\$	\$	\$	\$
Budget Line Item #4	\$	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$	\$

- Also, attach a Profit and Loss Statement and a Balance Sheet.